



Ontario

Ministry  
of  
Education

The Hon. Bette Stephenson, M.D.  
Minister

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# Manual for the Ontario Student Record (OSR) System

Revised 1978




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# Foreword

The legislation governing student records is embodied in The Education Act, 1974 and Ontario Regulation 38/73 – Pupil Records.

Because of the capacity of modern technology to provide instant communication of information, the permanent storage and the communication of data and records of acts or events threaten our privacy. The legislation concerning student records is the result of societal demands for a careful application of controls to guarantee a greater degree of privacy to students and their families than exists at present.

The legislation balances this need for personal privacy and the need of school personnel for student information. Thus, the student information collected and maintained is restricted to that which will help principals and teachers to develop appropriate programs of instruction for their students.

The student records legislation attempts to control the maintenance of information that may prove prejudicial to the student, even long after retirement from school. It gives to the adult student, and to parents or guardians of non-adult students, the right to question the information collected and the right to request that it be removed from the record.

# Introduction

This 1978 revision of the manual for the Ontario Student Record System replaces the 1972 edition. It is designed to assist principals, teachers, and others who are responsible for the maintenance of student records in Ontario. The final authority regarding student records in Ontario is The Education Act, 1974, section 231, and Ontario Regulation 38/73 – Pupil Records.

The student record shows the progress of each student by recording such facts as schools attended, studies undertaken, and results achieved in these studies. These facts are noted on the Student Record Folder or the Student Achievement Forms. Any other information may be inserted in the Student Record Folder if, in the opinion of the principal, it should form part of the student record as an aid to the improvement of instruction.

This manual contains technical information regarding the collection, maintenance, and release of data about students. Students, their parents, and school staff members are all involved in this process and should all understand and fulfil their particular responsibilities as noted in this manual.



# Pupil Records

In compliance with Ontario Regulation 38/73, an Ontario student record shall consist of the following forms:

- a Student Record Folder
- Student Achievement Forms
- documents, photographs, and written information inserted in the Student Record Folder with the approval of the principal
- an Office Index Card
- a Student Record of Accumulated Instruction in French as a Second Language

## Establishment of record

A student record shall be established at the time the student first enrolls in the school.

For the protection of all persons authorized to establish and maintain student records, the following excerpt from The Education Act, 1974 is to be noted: “No action shall be brought against any person in respect of the content of a record” (section 231, subsection 8).

# Ontario Student Record Folder

Directions for recording student data are as follows:

## Name, birth date, and Social Insurance Number

*Part A.* This part shall be completed when a child enters the school system of Ontario for the first time and a Student Record Folder is initiated. The record shall indicate the method of verification of the name and date of birth of the student. Since school records will be one of the few sources of exact name and birth date of an individual, only written proof of birth should be accepted. An initial by a school official in the appropriate place will show that the date has been verified. The Social Insurance Number may be added to the folder when it becomes known and available to the school.

Where a principal receives a document that establishes to his/her satisfaction that a student in respect of whom a student record is maintained by the principal has had his/her name changed

- by adoption,
- by marriage, or
- in accordance with the law of the province, state, or country in which the document was made, the principal shall file the document or a notarial copy thereof in the Record Folder and shall change the name of the student on the Record Folder, the

Achievement Forms, and the Index Card. Thereafter, reference to such Record Folder, Achievement Forms, and Index Card shall be made as if the original record had been established in the name as changed.

### **Schools attended**

*Part B.* At least one entry in this part shall be made in each school year.

- Each time a student enters or completes a period of time in a school, the appropriate entries shall be made in Part B, indicating the year, month, and day in both cases.
- A Student Achievement Form shall be prepared where a student has been in attendance at a school for a minimum of six weeks.

The name of the teacher who has basic responsibility for the student shall be recorded in the column headed “Teacher Contact”.

Under the subheading “Achievement Form Number”, schools shall enter the grade in which the student is placed.

### **Successful secondary school progress**

*Part C.* A secondary school course that has been successfully completed by a student shall be recorded in Part C of the Record Folder in accordance with the classification of the course established by the principal for the school year in which the course is successfully completed by the student.

The column headed “Courses” shall indicate the course title and local designation: for example, “ENG 235”. The column headed “Year” shall be used to record the secondary school level in which this course is customarily taken by most students – that is, Grade 9, 10, 11, 12, or 13. The “Grading” column shall be filled with a number or letter, if a grading is given for the course. The column entitled “Credits” shall be used to indicate the number of diploma credits (as defined in *Circular H.S.I*) that are awarded upon successful completion of the course. The diploma credits shall be shown in whole numbers or in decimal fractions. Non-credit courses shall be indicated by a check mark, asterisk, or other symbol in the column headed “Credits”.

In order to keep track of accumulated credits, schools may enter, to the right of Part C of the Record Folder, the total number of credits towards the Secondary School Graduation Diploma that have been earned by the student as of a specific date; this date shall be



entered beside the total number of credits. The school can use this as a quick check on earned credits. These data can be recorded on existing cards.

If schools wish to enter the student's address and telephone number(s) (home and emergency), they may do so in any place on the folder where the information will be clearly visible and easily located.

Students could be given a copy of Part C along with their graduation diplomas.

### **Summer-school, evening-class, and correspondence courses**

Where credits are awarded on the basis of summer-school, evening-class, or correspondence courses, appropriate entries are to be made in this part of the Record Folder.

When a student enrolls in continuing education and is not attending day school, the school that the individual is attending must establish a student record. A board may, in these cases, authorize that only the Office Index Card be utilized for this purpose. Any space on the card could be used by the evening classes/summer schools to keep a permanent record of credits earned by the student.

### **Names of parents or guardian**

*Part D.* In this part, the first names only of the parents are to be recorded, except in cases where the surname of the parents differs from the surname of the student. Several spaces are provided for entries indicating guardianship. Where applicable, the full name of the student's guardian shall be recorded in the space provided.

Where a parent or guardian of a student dies, the date of death shall be recorded opposite the name of such person.

### **Special health information**

*Part E.* This important part is intended to be a summary of any recommendations regarding the special health conditions of a student, when a parent gives this information to the school and when, in the opinion of the principal, such conditions are likely to interfere with the achievement of the student in school. It is not intended to be the student's health record.

The information in this part is particularly essential when a student changes schools.

The parent or guardian of a student under the age of eighteen years, or the adult student, shall be consulted before an entry is made in this part of the Record Folder.

Entries in this part of the Record Folder shall be kept current.

### **Photograph**

*Part F.* It is suggested that, where a photograph of the student is placed in this part, the date should be put on it. The photograph may be replaced from time to time.

### **Data for Parts G, H, and I**

The student is partially responsible for notifying the school about the activities covered in Parts G, H, and I. Schools are also urged to add information to these parts. The following are some of the ways of gathering these data:

- Students in Grades 6, 7, or 8 could put some of this information directly on the OSR folder.
- Students in Grades 9 to 13 could put these data on gummed labels, which could then be transferred to the appropriate part of the folder.
- Counsellors could add to these parts during or after a guidance interview.

### **Co-curricular school activities**

*Part G.* Where a student is involved in a co-curricular activity, the period during which the activity took place and the date of entry shall be entered on the folder.

### **Additional information**

*Part H.* Referrals made by the school to services or agencies may be noted in this part. This space is also provided to record information that may prove beneficial to the student and the school, such as information regarding a student's special talent or ability, or part-time jobs held by the student. Early School-Leaving information should be recorded in this part, if applicable.

## **Special achievement in school activities**

*Part I.* Any outstanding achievements and any awards or scholarships, and their dates, may be recorded in this part.

## **Retirement from the Ontario school system**

*Part J.* This part is to be completed when a student retires from the school system of Ontario. For those students who return to the system, the dates of re-entry will be entered in Part B.

## **Follow-up information**

*Part K.* Relevant follow-up information, such as the destination of the school-leaver, may be recorded in this part.

## **Other information**

Any insert that is deemed to be conducive to the improvement of instruction may be placed in the OSR Folder: for example, standardized test results, matters of discipline, attendance patterns.

When psychological reports are recorded in the OSR Folder, schools are urged to provide, when required, qualified professionals to interpret the data to parents and students.

When deemed desirable, principals should inform social agencies such as the Children's Aid Society that their contributions to the OSR Folder are given full protection, as indicated in The Education Act, 1974, section 231, subsection 8. In this way, frank and complete reports could continue to be expected. However, these reports are subject to possible scrutiny by students and parents.

# Office Index Card

## Value

The Office Index Card is one of the five components of the OSR Folder. Since OSR Folders may be stored in areas other than the school office, such as a guidance office, this card provides the school with important personal and statistical data about its students.

## Required information

The principal shall establish and maintain an Office Index Card for each student enrolled in the school, and on such Index Card shall be recorded:

- the full name of the student as recorded on the Record Folder
- the sex of the student
- the Social Insurance Number of the student where it is provided by the student
- the date of birth of the student and the source of verification thereof
- the name of the father and mother of the student, or the name of the guardian of the student, where applicable
- the current address and home telephone number of the student, and an emergency telephone number in respect of the student, where the parent or guardian or the student provides such a number\*
- the date upon which the student enrolls in the school and the date upon which the student transfers to a receiving school or retires from school\*
- the name and address of the receiving school to which the student transfers and the date on which the student is transferred to such receiving school
- the address of the student on the date he/she transfers from the school or on the date he/she retires from school
- the name and address of the school or such other means of identification thereof as may be sufficient to identify the source of the Index Card

## Additional information

In addition to the above information, the principal may record on the Index Card:

- current particulars of the professional practitioners and advisers working with the student
- the student's means of transportation to and from school
- such other information as the principal considers relevant to assist in locating the student or in obtaining assistance for the student in case of an emergency

\*As amended by O. Reg. 911/78



# Student Achievement Form

## Retention

The Index Card shall remain at the school during the period in which the student is enrolled at the school. When the student transfers to another school or retires from school, the Index Card shall be stored at the school or at a central record office provided by the board for a period of seventy years.

## Value

The Student Achievement Form is the only detailed record of an individual pupil's program and achievement from Kindergarten to Grade 13. Since this information may be of considerable assistance to the student, his/her parents or guardians, post-secondary institutions, or potential employers, it is essential that the school:

- ensure that each student and his/her parents or guardian receive a true copy of each Student Achievement Form;
- impress upon the student and his/her parents or guardian the importance of retaining these forms

## When to complete

A Student Achievement Form shall be completed for each student:

- at the end of the school year
- at the end of each semester, where schools are organized on a semester plan
- at the time of transfer or retirement, provided that the student has spent six weeks or more in the school

## Required data

Each Achievement Form shall indicate the full name of the student as recorded on the Record Folder. The grade in which the student is placed shall be entered in the top right-hand corner of the form (replacing the Achievement Form Number). The Achievement Form shall contain the following:

- the name and address of the school
- the name of the principal
- the signature of the principal, teacher, or other school official as designated by the principal



*Note:* A facsimile of the principal's signature or a stamped signature would not be acceptable in lieu of the signing requirements in Regulation 38/73, section 25 (1) and (2).

- the date sent
- the following statement:

#### **To Students and Parents**

This copy of the achievement form should be retained for future reference. The original has been placed in the record folder in respect of the pupil and will be retained for only three years after the pupil retires from school. Every effort has been made to ensure that all entries made are a clear indication of the achievement of the pupil. If you wish to review the information contained in the record folder, please contact the principal.

In addition, the number of “lates” and “absences” of the student and, where applicable, an indication of the student's promotion to the next grade may be entered on the Achievement Form.

#### **Board-approved forms**

A school board may approve for use in its schools Student Achievement Forms in English or French, provided that the size, paper quality, and wording are consistent with the official form.

#### **Content**

There shall be set out on an Achievement Form:

- a concise statement of the program of study undertaken by the student sufficient to enable a teacher to understand the objectives, content, and degree of difficulty of the courses included in the program of study;
- in respect of each program of study undertaken by the student, a detailed statement that includes an anecdotal description, a percentage mark, a letter grade, or any other means of indicating the level of achievement of the student in such program of study.

Information on the forms shall be useful and meaningful to students, teachers, and parents, who need to know what the student has accomplished in relation to the expectations set for the particular course or subject. The information may indicate where the student has had difficulties, and whether special help is required. The form may also suggest the student's placement.

The “description of studies” portion of the Student Achievement Form may either be provided on a separate sheet and stapled to the Student Achievement Form, or be printed on the reverse side of the Student Achievement Form, whichever is more practical for the school.

If more than one Student Achievement Form is included per year, or if the student is repeating a year, the forms should be stapled together with the most recent one on top, and identified sequentially by the grade and a number designation: for example, Grade 5-1, 5-2.

### **Primary and Junior divisions**

In the Primary and Junior divisions, the description of studies will usually be brief. Unless the courses of study are unusual and innovative, a list of course titles may be all that is needed. In order to successfully tailor each student’s program in successive years, however, it is important in the Intermediate and Senior divisions to describe the student’s courses in detail.

### **Intermediate Division (Grades 7 and 8)**

In the Intermediate Division, students are likely to embark upon programs of study with more specific learning objectives than those in the early years. The description of studies may therefore become more extensive, while the description of achievement may often be expressed simply as a percentage mark, letter grade, or other evaluation notation. Anecdotal descriptions are also encouraged.

### **Intermediate and Senior divisions (Grades 9 to 13)**

In Grades 9 and 10 and in the Senior Division, individual courses tend to be unique. It is important, therefore, to describe clearly the studies undertaken by the student. The evaluation made by the school and entered in the “Grading” column will indicate levels of achievement. Teachers are encouraged to provide anecdotal descriptions in the “Description of Achievement” column as well. Diploma credits, when awarded, will be shown in the column entitled “Diploma Credits”. Teachers writing course descriptions shall include information on:

- the major content areas of the course
- the degree of difficulty of the course

### **Copy to student or to parents or guardian**

As each Student Achievement Form is completed and incorporated into the Student Record Folder, a true copy of this form shall be forwarded:

- to the student, where the student has attained the age of eighteen years; or
- to the parents or guardian of the student, where the student has not attained the age of eighteen years.

### **Used as a report card**

A Student Achievement Form may also constitute a report card in respect of the student.

## **Instruction in French**

At the beginning of the 1977-78 school year, the form "Student Record of Accumulated Instruction in French as a Second Language" became a permanent part of the Ontario Student Record Folder.

It should be noted that one side of the card is for Junior Kindergarten to Grade 8, and the other for Grades 9 to 13; the total accumulated hours at the end of Grade 8 are to be entered on the side for Grades 9 to 13.

### **Completing the card**

1. The cards will be completed annually in June of each school year. A card is only required for students who are enrolled in a French program.
2. An individual record of accumulated instruction in French must be completed for:
  - a student who has studied French in more than one jurisdiction;
  - a student who has repeated a year in which there was French instruction (both years should be counted); and
  - a student in a school board that has offered various starting points for French and French programs of different intensities.
3. Where a student has attended several schools and it is difficult to obtain information about earlier years, the entries on the card may be started from September 1, 1977. In such cases, an annotation should be made on the first lines of the card with respect to any information that is known about a student's previous work in French. This note should include special reference to any extended or immersion programs. Where an estimate of accumulated hours is necessary, an annotation should be made that the figure is approximate.

4. While the principal is responsible for the accurate completion of each student's record, it is advisable to involve the French teacher and possibly the homeroom teacher and guidance personnel in the completion of the French record card as well.
5. Where a formal summer-school program in French as a second language has been taken by the student, a separate line should be used for that program.
6. When a student changes program in mid year, the amount of time spent in each program should be entered in the left column of the card ("School Year") to the right of the vertical dotted line.
7. During the years in which students are in attendance in the school, the French record cards may be kept outside the OSR Folder. The French teachers may be in charge of the French record or some other such arrangement may be made. When students leave school or graduate, their records would be returned to the OSR Folder.
8. Computer-generated records are acceptable.
9. Where the principal of a secondary school is satisfied that all the student information referred to in the regulation can be ascertained from the entries on the Record Folder and the Achievement Forms, taken together, the entry of such information in respect of a program that is taken in the secondary school is not required to be made on the record of French instruction in respect of the student.

## Right of Access

The principal has a responsibility to indicate to students and parents their right of access to student records, which are as follows:

1. Every student is entitled to examine his/her record.
2. A parent or guardian of a student who has not reached the age of majority is entitled to examine the record.
3. A student record is available for the information and use of supervisory officers and the principal and teachers of the school for the improvement of instruction of the student. Such record
  - is not available to any other person, and
  - is not admissible in evidence for any purpose in any trial, inquest, inquiry, examination, hearing, or other proceeding, except to prove the establishment, maintenance, retention, or transfer of the record,without the written permission of the parent or guardian of the student or, where the student is an adult, the written permission of the student.

These provisions do not make the record inadmissible in a proceeding under the Criminal Code or any other proceeding in which the rules of evidence are those under the Canada Evidence Act.

The principal should note that attendance registers are *not* part of the OSR Folder and hence he/she has the discretionary power to reveal student attendance to a third party.

## Right of Challenge

1. Where the information contained in a student's record is believed to be inaccurately recorded or not conducive to the improvement of the instruction of the student, the parent or guardian of a student under the age of eighteen may, in writing, request the principal to correct the alleged inaccuracy or remove the objectionable information from the record.
2. The student who has reached the age of majority has the same right as in (1) above.



## Right of Appeal

Where the principal refuses to comply with a request as indicated under “Right of Challenge”, the student, parent, or guardian who made the request may, in writing, require the principal to refer the request to the appropriate supervisory officer who

- shall require the principal to comply with the request, or
- shall submit the record and the request to a person designated by the Minister. The person designated by the Minister shall hold a hearing at which the principal and the person who made the request are the parties to the proceedings, and the person so designated shall, after the hearing, decide the matter. In this case, his/her decision is final and binding upon all parties to the proceedings.

## Release of Information

Nothing in The Education Act, 1974 or in the regulations pertaining to student records prevents the compilation and delivery of such information as may be required by the Minister or the school board.

Where a written request is made by

- a former student, or
- a student who is an adult, or
- the parent or guardian of a student who is a minor, the principal may use information from the student’s record to assist in the preparation of
- a report for an educational institution, or
- a report in respect of an application for further education, or
- a report in respect of an application for employment.

## Confidentiality of Records

The principal shall ensure that clerks, secretaries, and paraprofessionals responsible for processing the OSR Folder and the Office Index Card are aware of section 231, subsection 10, in The Education Act, 1974, relevant to the confidentiality of student records.

## Storage

Since these records contain privileged information, care should be taken to ensure their security.

The Record Folder will be retained in the school or in the central records office of the school board for seventy (70) years from the year of the student’s retirement from school.

The Office Index Card will be retained in the school or central records office of the board for seventy (70) years from the year of the student's retirement from school.

The accumulation of Student Achievement Forms inside the Record Folder may be destroyed three years after the student has retired from school.

Inserts (other than the Student Achievement Forms) shall be retained until July 31 of the school year following the one in which the student retires, after which these inserts shall be destroyed forthwith.

## **Disposal of Inserts**

Where, in the opinion of the principal of a school, certain information or material that has been inserted in the Record Folder in respect of a student is no longer conducive to the improvement of instruction of the student, the principal may remove such information or material from the Record Folder and either give it to the student or the parents or guardian or destroy it.

## **Additional Suggestions**

1. Boards may wish to prepare their own operating manuals, which might include such items as local guidelines for determining which inserts are no longer of benefit to the improvement of instruction of their students.
2. Boards may wish to designate a supervisory officer to act in the capacity of a liaison person to give particular leadership in the ongoing implementation of the OSR Folder.
3. Boards should continue a systematic program of evaluation to ensure that the objectives for the OSR system are being achieved in practice.
4. To facilitate the transfer of a student to an out-of-province school, the principal may give the student or his/her parents a copy of Part C of the OSR Folder and the latest copy of the Student Achievement Form. Additional information on the transfer of Ontario Student Records may be found in Memorandum 1977-78:30, which is reprinted on the following page.



MEMORANDUM TO: DIRECTORS OF EDUCATION  
PRINCIPALS OF SCHOOLS

RE: TRANSFER OF ONTARIO STUDENT RECORDS

Concerns have been expressed that, when a student transfers from a school in one province of Canada to a school in another province, information regarding the student's record of studies and achievement is sometimes unavailable to the receiving school and, when available, may be received only after a considerable delay.

The student achievement form that is normally provided by the sending school to transferring pupils who have been enrolled for six weeks or more will, of course, be of some assistance in determining the appropriate placement for the pupil. However, since this form deals only with the current year, most receiving schools will wish to have the more extensive information provided in the record folder.

Ontario Regulation 38/73 requires that the original pupil record be retained within Ontario. It also provides that the principal of the sending school may send a true copy of the information contained in the pupil record by registered mail to the receiving educational institution, provided that the principal of the sending school receives a request from the principal of that institution and a request in writing signed by the pupil, if the pupil is 18 or over, or the parent or guardian if the pupil is under 18.

While the provision for sending a true copy of the information contained in the pupil record is not mandatory, it is the expectation of this Ministry that, under normal circumstances, a request from an educational institution in another jurisdiction for a true copy of the information contained in a pupil record would receive a positive response.

As a means of expediting the transfer of such information, principals may find it useful to obtain the request in writing required by section 28 (5) (b) of Regulation 38/73 before the pupil leaves the school, and to send with the pupil a brief statement indicating to the principal of the receiving educational institution the requirements for a request from him or her before a true copy of the information contained in the pupil record can be sent.

A handwritten signature in dark ink, appearing to read "H. K. Fisher".

H. K. Fisher,  
Assistant Deputy Minister.

April 5, 1978



# Appendix A

## Request for Ontario School Record from a private school\*

Please forward the Ontario School Record for:

Surname	First	Middle
---------	-------	--------

who has enrolled in Grade \_\_\_\_\_ at

\_\_\_\_\_  
Name of School

\_\_\_\_\_  
Address

This is to certify that this is a school inspected by supervisory officials of the Ministry of Education, Ontario.

I hereby agree to accept responsibility for the records, and to use, maintain, protect, and transfer the records following the procedures outlined in the manual authorized for use with the Ontario School Record system.

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

\*For non-inspected private schools, a written request by the parent or adult student for the transfer of the record is also required. In addition, principals must check that a school is registered with the Ministry of Education before the record is sent.



## Student Transfer Form

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of School

\_\_\_\_\_  
Address

This is to certify that

\_\_\_\_\_

was enrolled in Grade \_\_\_\_\_ in this school.

The last attendance date was \_\_\_\_\_.

The Ontario School Record will be forwarded upon receipt of a request form. He/she has been provided with a copy of his/her latest Student Achievement Form.

\_\_\_\_\_  
Principal

### Request for Ontario School Record

\_\_\_\_\_  
Date

This is to inform you that

\_\_\_\_\_

was admitted to this school on

\_\_\_\_\_

\_\_\_\_\_  
Date

Please forward the Ontario School Record.

\_\_\_\_\_  
Principal

\_\_\_\_\_  
School

\_\_\_\_\_  
Address

## Request for Ontario School Record

\_\_\_\_\_  
Date

This is to inform you that

\_\_\_\_\_

was admitted to this school on

\_\_\_\_\_

Date

Please forward the Ontario School Record.

I would/would not like to receive this information in  
computerized form.

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Your Board Code

\_\_\_\_\_  
School

\_\_\_\_\_  
Your School Code

\_\_\_\_\_  
Address

\_\_\_\_\_  
Your Student I.D. No.

\_\_\_\_\_  
Our Board Code

\_\_\_\_\_  
Our School Code

\_\_\_\_\_  
Our Student I.D. No.

# Appendix B

## Transfer of Pupil Records

### Conditions Governing Transfer

To elementary and secondary schools	Requires written consent of the parent or legal guardian and/or student	Requires written request for student records from receiving school*	Requires written assurance from receiving school that it will maintain, transfer, and dispose of the student record in accordance with the Act and Regulation	Special notes
In Ontario within an individual board	No	No	No	May be transferred by delivery service provided by the board <i>or</i> by first class mail
In Ontario under a divisional board of education	No	Yes	No	First class mail
In Ontario under a public school board	No	Yes	No	First class mail
In Ontario under a separate school board	No	Yes	No	First class mail
Under the Ontario Ministry of Education (schools for the blind and deaf; Ontario Hospital schools)	No	Yes	No	First class mail
Under the Ontario Ministry of Correctional Services	No	Yes	No	First class mail
In Ontario private schools (inspected)†	No	Yes	Yes	First class mail
In Ontario private schools (not inspected)†	Yes	Yes	Yes	First class mail
Under the Department of National Defence of the Government of Canada anywhere in the world	No	Yes	Yes	First class mail
Outside Ontario – <i>No transfer of original Record Folder. A true copy of the information may be forwarded.</i>	Yes	Yes	Not applicable	True copy only by registered mail

\*See Appendix A, for samples of appropriate forms to be used in transfers.

†As defined in The Education Act, 1974, section 1, subsection 1 (40).



